

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

FROM : Chief, Administrative Training

DATE: 10 January 1956

SUBJECT: Weekly Report, 3 - 10 January 1956

1. Administrative Procedures #64 began 9 January 1956 with 39 students.

2. Work on the [ ] case is progressing very well and the following coordination and liaison was effected in its connection:

25X1

a. The field project outline was reviewed by Mr. [ ] WE/ [ ] Deputy Chief and his suggestions were incorporated into the paper.

25X1

b. Cryptonym usage for field situations involving business firms was checked with several Geographic Divisions, the [ ] Chief of the [ ] or Records Integration. This was for the purpose of bringing the details of [ ] into the preferred current procedures.

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3. [ ] Chief, I & R, reviewed the sample Inspection Report that will be used as a product example in the functional coverage of the DDP Staff.

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4. [ ] checked for the latest DDP changes. The new tentative PP organization chart was given to him and questions regarding Political Action policy were checked out with [ ] of PP Operations.

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25X1

5. A briefing on the DDP functions was given by me to a small group on Thursday, 5 January.

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6. [ ] gave a briefing on tradecraft principles to the same group on 5 January.

7. I made the presentation, "Life Abroad" in the Dependents' Briefing Course as the scheduled speaker was unable to come.

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